

## THANK YOU FOR BEING A CAPTAIN!

League Captains are the largest group of volunteers in the USTA! Your willingness to serve your team and the League in this leadership role is greatly appreciated.

The following suggestions were compiled to make your job easier and to provide tips for success.

USTA League teams are formed in a wide variety of ways, from public parks to private country clubs. Throughout the country, matches are played indoors and outdoors, scheduled or not, timed or played to completion, on a wide variety of court surfaces. Each Section of the USTA has its own unique aspects and opportunities.

Therefore, this is a general guideline for captains with topics that may or may not be pertinent to your own league. If you have questions, please don't hesitate to contact your local league coordinator.

For more information contact

The USTA / PNW

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## “OK – I’LL BE CAPTAIN!

## NOW, WHAT DO I DO?”

*A Guide for  
USTA League Captains*

*This is where my friends  
become my teammates.*

*This is my league!*



PACIFIC NORTHWEST

## **BEFORE THE SEASON STARTS**

**Forming a team.** Teams are formed in many ways. Some are groups of friends who start a team because they enjoy being together. Others are structured by club pros or directors from their membership ranks. If you are looking for more players, check with your facility, local pro shops, and your teammates. They may know of others who would love to join you. Don't limit your team to only those you know. Half the fun of USTA League Tennis is meeting and making new friends.

**Getting Registered.** All team members must be registered on your roster in TennisLink prior to playing a match. To register, players must be a current member of the USTA and have either a valid computer rating or will need to self rate. ([www.national.usta.com](http://www.national.usta.com))

**League Regulations.** The captain, as well as all league players, must read and follow the rules and regulations. National regulations are available on the web and in a convenient booklet that you may receive from your local coordinator.

In addition, each section and local league may also have regulations that govern play. It is your responsibility to know and convey these to your players. It is also a good idea to acquire *Friend at Court* Rule Book to use as a general reference for rules of tennis.

**Home Matches.** Verify all home matches with your facility. Check for court availability, court fees, guest fees, and any other requirements of your home facility. Does your facility provide the balls for home matches or does the team?

**Player Availability.** Ask each team member to go through the schedule and let you know of any non-availability.

**Team Meeting.** Have a team meeting and agree on the team philosophy. Is the team playing to win or playing for fun? Will only the strongest players play matches or will everyone participate equally? Who will decide the match lineups? If everyone on the team is aware of these issues and agrees, you will have a much more successful season as captain. Having a coach, pro, or team manager assist you with team lineups may be helpful.

## **ONE WEEK PRIOR TO MATCH**

**Verify home matches with your facility.** Are they reserved for your team?

**Contact the opposing captain.** Confirm When (day/time); Where (get directions if necessary); Match Duration (will all courts be played at the same time or will this be a split match); Court fees? Are spectators allowed? Who is the captain or acting captain for the match?

**Appoint acting captain** if you are playing to take care of pre-match details.

## **DAY BEFORE MATCH**

**Verify your starting lineup.** Arrange alternates.

**Check your roster on TennisLink.** Make sure all players are registered.

**Plan transportation and arrival time.** Arrange carpools if necessary.

## **MATCHDAY-BEFORE MATCH**

**Print match scorecard** from TennisLink. All eligible players, including any last day additions to the roster, will be listed.

**Collect money** from your team and pay court fees and/or guest fees if necessary.

**Provide balls for home matches.**

Every match should be played with new USTA approved tennis balls appropriate for the court surface.

**Meet with the opposing captain** and go over any ground rules. Discuss which match will be played on which court; which team will use what color score-tenders; format for tie-breaks (regular or Coman procedure); and default procedure.

**Exchange scorecard lineups BEFORE** players walk onto the courts. All players should be present prior to exchanging lineups.

## **IMMEDIATELY AFTER THE MATCH**

**Get the score from each court** and record on your scorecard. Note the winner and record the score from the winner's perspective.

**Get opposing captain's signature** after the match is over. Both captains should agree on the winners and scores.

**Meet with your players** and discuss any questions or disputes. If possible, go have a meal together to promote team bonding!

## **AFTER THE MATCH**

**Record your match scores in TennisLink** within 48 hours of the match. If the opposing captain has already entered the scores, carefully check the entered scores and confirm or dispute the entry.

**If a score or player name is incorrect,** confirm correct name or score with the other captain. Then send final email thread to your League Coordinator.

**File any necessary protest/grievance** in writing to League Coordinator.

## **THROUGHOUT THE SEASON**

**Have fun!** Treasure the camaraderie and friendships with your teammates and enjoy the spirit of competition!